Model job description

# Security Administration Team Leader

## Scope, purpose and nature of role

The Security Administration team administers (configures and monitors) various security and access control systems protecting valuable information assets. The Team Leader is a junior management role, planning, organizing, recruiting, directing, monitoring, mentoring, motivating and supporting the team, assisting with its routine activities during peak periods and when the team is depleted through holidays, sickness *etc*. and liaising/coordinating with colleagues in Information Security, Risk Management, Compliance, IT, Site Security *etc*. to develop and maintain an effective function. As well as leading the team, the Team Leader prepares progress reports, metrics, trends and projections for management concerning the team’s activities, priorities, resourcing levels *etc*.

## Distinguishing characteristics of the ideal candidate

The following personal characteristics are high on our wish-list:

* Personable *i.e*. good at dealing with people in a pleasant, helpful manner, yet assertive enough to insist that access rules are applied and security procedures are followed properly, even by managers, awkward customers and team members under stress;
* The presence of mind to respect the limits of discretion and escalate important/urgent issues to management where appropriate;
* Leadership skills and management capabilities including resource management and planning, resource and budget management, organizing team rosters, (re-)prioritizing activities *etc*.;
* A good judge of character, able to select, recruit and mentor suitable people for the team, and to support team members or colleagues under stress;
* A skilled communicator, both verbally and in writing (*e.g*. management reports and procedures);
* Utterly trustworthy, honest and reliable.

## Relevant qualifications, skills and experience

The following qualifications and experience are considered relevant and desirable for this role:

* **Security Administration:** at least 2 years’hands-on experience as a Security Administrator, Help Desk worker or similar customer services-type function involving frequent customer contact.
* **IT/Information Security:** probably an IT or information security background, ideally qualified to degree level or with relevant professional qualifications in the field such as CISSP and CISM.
* **Management:** some experience in team leadership or management roles. Well organized.
* **General:** at least 7 years’ cumulative employment record post school/academic studies.

Candidates must be willing to undergo background checks to verify their identity, character, qualifications, skills and experience. Exemplary character references are important for this role.